

Gogama Local Services Board
Monthly Board Meeting – April 20, 2021
Teleconference – 6:30PM

MINUTES

1. **Call meeting to order and Roll Call**

Daniel Mantha, presiding as Chairperson, called the meeting to order at 6:30PM.

Present

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Bernard Souliere – Board Member
Alain Constantin – Board Member
Richard Gravelle – Board Member
Christine Bedard – Secretary Treasurer

Absent with Regrets

2. **Declaration of conflict of interest** – As the meeting progresses.

3. **Acceptance of agenda**

The Board was asked for a motion to approve the agenda.

A Board Member inquired on the missing Old Business Action Items previously deferred by the Board at the last meeting. The Secretary Treasurer reminded the Board of their direction to keep the agenda to only time sensitive matters for this meeting.

The Board discussed the matter and agreed that moving forward, the Old Business Action Items would be a separate document from the agenda and for the purposes of clearing up any outstanding items, a separate meeting would be scheduled to address these. The date of the special meeting would be decided at the May 11th meeting.

The motion to approve the agenda was moved and seconded by the Board.

Motion Carried

4. **Acceptance of minutes**

4.1 March 23, 2021

Review, acceptance, and approval of March 23, 2021 meeting minutes.

The Board was asked for a motion to accept and approve the March 23, 2021 meeting minutes.

The Board requested that the following changes be made to the March 23, 2021 meeting minutes;

- All acronyms be spelled out,
- Agenda titles of items 7.2, 7.3 and 7.6 be changed from “High Voltage” to “Buried Cable”.

The motion to accept and approve the March 23, 2021 meeting minutes with the changes described above was moved and seconded by the Board.

Motion Carried

5. **Disbursement:**

5.1 **Monthly Budget Review**

The monthly budget was presented to the Board.

The Board was asked for a motion to accept the monthly budget as presented by the Secretary Treasurer. **The motion to accept the monthly budget as presented by the Secretary Treasurer was moved and seconded by the Board.**

Motion Carried

6. **Grants Update:**

6.1 **Green Stream Grant – Second intake**

The Board was advised that the 2nd intake for the Green Stream Grant is still closed.

6.2 **Northern Ontario Heritage Fund Corporation (NOHFC) Grant**

The Board was advised that the Northern Ontario Heritage Fund Corporation (NOHFC) application has been started but not complete or submitted as of yet, this grant is open-ended and does not have a submission deadline.

6.3 **Community Building Fund (new)**

The Board was provided with the grant information in advance for review and was advised that the deadline for grant application submission was April 28, 2021. The Board discussed the matter and agreed that the Secretary Treasurer should commence work on the application.

The Board was asked for a motion to approve that the Secretary Treasurer work on and submit the application for the Community Building Fund grant.

The motion to approve the Secretary Treasurer work on and submit the application for the Community Building Fund grant was moved and seconded by the Board.

Motion Carried

The Board was asked for a motion to approve and enact By-Law 2020-21-23 which provides the Secretary Treasurer with the ability to bind the Board to the grant agreement.

The motion to approve and enact By-Law 2020-21-23 which provides the Secretary Treasurer with the ability to bind the Board to the grant agreement was moved and seconded by the Board.

Motion Carried

7. **Action Items: Old Business**

7.1 **Asset Management Plan**

Action Item from February 23, 2021

Action Plan for future expenses.

The Board discussed the matter and agreed that in order to attend to this item that has been deferred for several months already, a Board member should take the lead on this project. Board Member, Bernie Souliere, offered to take the lead, the Board accepted and agreed that Bernie Souliere would be the lead on the Asset Management Plan document. He will consult with each portfolio Board member in order to prioritize an action items list to bring to the Board for further discussion and decision at the next meeting.

The Board requested that this item be added to the separate Action Items document and emailed to all Board Members.

7.2 Water Treatment Plant Generator

Action Item from February 23, 2021

The Board was provided with an update on the Water Treatment Plant generator loan from Ontario Clean Water Agency (OCWA). The Board had discussed the option of taking a separate loan from OCWA to cover the cost of the purchase and installation of a new back up generator for the Water Treatment Plant for the purpose of individual tracking of the expense and the option to pay out the loan in advance should a grant for the expense become available.

OCWA advised the Board that they can only provide separate stand-alone loans to municipalities making Local Service Boards ineligible. OCWA offered to still provide the loan to the Board as part of the Operation and Maintenance Agreement.

The Board was advised of the impacts this would have at contract renewal time. Also, the Board was advised that this option would then make the generator purchase and installation expense ineligible to be paid out by a grant, therefore downloading the entire expense onto the inhabitants in the form of a substantial increase in water/sewer user fees.

The Board was advised that the Ministry of Energy, Northern Development and Mines (MENDM) had been contacted requesting some additional emergency funding to cover the expense. MENDM responded that there was no additional emergency funding over and above the funding already being received by the Board.

The Board was provided with other options as follows and the impact each option would have financially;

- Approach IAMGOLD for a donation (no impact to user fees)
- Approach CN for a donation (no impact to user fees)
- Speak with Trillium representative to see if generator could be an eligible expense under the new Community Building fund stream (no impact to user fees but a delay while the Board waits for approval)
- Reach out to Marc Serre and France Gelinias to see if there are any other types of funding where this expense would be deemed eligible (no impact to user fees but a delay while the Board waits for funding approval).
- Approach Fednor for a grant (no impact to user fees but a delay while the Board waits for approval)
- Approach the Venture Centre for a loan (Minister approval would be required and increase in user fees would be amortized over the length of the loan term)

The Board discussed the options provided to them and agreed that the options to approach community partners for donations should be the first step as obtaining donations that would cover the cost of this expense would not impact user fees. The Board also agreed that the Secretary Treasurer should reach out to MENDM for guidance on starting the process of obtaining the Minister's approval for the Board to apply for loans outside of what qualifies as Crown Debt.

Board member, Bernie Souliere, offered to be the lead on this item and would take care of contacting CN, IAMGOLD and EACOM to discuss the donation requests. The Board accepted and agreed that Bernie Souliere be the lead on these initial contacts. It was also agreed that the Secretary Treasurer would draft the necessary letters to each of these community partners outlining the Board's formal request for donations.

The Board was asked for a motion to approve Board Member, Bernie Souliere, to conduct be the lead on contacting CN, IAMGOLD and EACOM and to have the Secretary Treasurer draft the letters to each organization for approval by the Board.

The motion to approve Board Member, Bernie Souliere, to conduct be the lead on contacting CN, IAMGOLD and EACOM and to have the Secretary Treasurer draft the letters to each organization for approval by the Board was moved and seconded by the Board.

Motion Carried

The Board was asked for a motion to approve the Secretary Treasurer to reach out to MENDM to start the process of obtaining the Minister's approval for non-crown debt loan application.

The motion to approve the Secretary Treasurer to reach out to MENDM to start the process of obtaining the Minister's approval for non-crown debt loan application was moved and seconded by the Board.
Motion Carried

7.3 Buried Cable Incident

Action Item from February 23, 2021

The Board was advised of the status of resolution on this item. A cheque from the property owner was received for the full amount of the expenses incurred by the Board for repairs.

7.4 Garbage Collection/Disposal

7.4.1 Letter of Interest

Action Item from February 23, 2021

The Board agreed that the review and discussion of letter of interest received would be deferred to the next meeting.

The Board was asked for a motion to defer agenda item 7.4.1 to the next meeting.

The motion to defer agenda item 7.4.1 to the next meeting was moved and seconded by the Board.
Motion Carried

7.4.2 Garbage Issues

The Board was advised that a complaint was received by an inhabitant regarding a neighbor's garbage. Also, the garbage contractor had submitted notice to the Board of a few additional garbage-related issues, one of which was the neighbor identified in the inhabitant complaint.

The Board discussed the matter and agreed that letters be drafted to the owners of the properties advising them of the issues and request that the property owners address the issues with their tenants.

The Board was asked for a motion to approve the Secretary Treasurer to draft the letters to the property owners for review and approval by the Board.

The motion to approve the Secretary Treasurer to draft the letters to the property owners for review and approval by the Board was moved and seconded by the Board.
Motion Carried

7.5 Ministry of Energy, Northern Development and Mines (MENDM) - Requests for payment

Action Item from February 23, 2021

The Board was advised that the 2nd request for payment to MENDM for 2019-20 had been submitted, approved and processed by MENDM and payment had been received.

The Board was also advised that the 1st request for payment to MENDM for 2020-21 had been submitted, approved and processed by MENDM and payment was pending.

7.6 Gogama Fire Department (GFD) - Fuel Account set up

Action item from February 23, 2021

The Board was advised by Board member, Richard Gravelle, that the fuel account for the GFD was already set up and invoices would be sent directly to the Board office for review and processing. The Secretary Treasurer advised the Board that she would inform the Fire Chief.

8. New Business:

8.1 Administrative Portfolio:

8.1.1 Community COVID-19 Vaccination

The Board was advised that a notice to inhabitants had been posted in the community advising of an upcoming community vaccination clinic in Gogama, a specific date was still to be determined. Centre de Sante Communautaire in partnership with the Sudbury Health Unit would be providing a mailout to residents with specifics as soon as a date was confirmed.

8.2 Financial Portfolio:

8.2.1 Propane Vendor

The Board was advised that Superior Propane would not be providing the Board with an annual fixed price rider this year as they had identified that the Board's estimated, anticipated annual propane use would not meet the required minimum of litres for an agreement. Superior Propane has advised that the price per litre would be \$0.79/litre from \$0.59/litre previously offered in the fixed price rider.

At the Board's direction, the Secretary Treasurer did reach out to NASCO, GRANT and CO-OP but only Co-Op responded with the following offer;

- A locked in annual fixed price rider at the rate of 52.9 cents per litre
- No hazmat fee
- No delivery fee
- Automatic fill up
- Individual account billing
- Account security (all account matters including billing is handled within Co-Op satellite offices and not call centres)

Co-Op will provide new tanks, transfer the fuel from existing tanks to new tanks, and remove and return Superior Propane's tanks to Superior Propane at no additional cost.

Due to the different needs/requirements of the Fire Hall 2nd Building. The existing fuel will be transferred to the new tank but the tank will not be physically connected to the building until the Fire Department requests it. It will be there, filled and ready for connection in the event that the Fire Department decides to again heat the building. This account would be set up as "will call for fill up" if/when it goes back into use. This will ensure that the Fire Department does not get billed for any fuel costs unless authorized by them. The rest of the tanks will be set up as automatic fill up.

The Board discussed the matter agreed that Co-Op would become the Board's new propane vendor and directed the Secretary Treasurer to put things in motion for the new change in vendor.

The Board was asked for a motion to approve Co-Op as the new propane vendor for the Board effective as soon as it can be implemented.

The motion to approve Co-Op as the new propane vendor for the Board effective as soon as it can be implemented was moved and seconded by the Board. Motion Carried

The Board was asked for a motion to approve the Secretary Treasurer to implement the required changes.

The motion to approve the Secretary Treasurer to implement the required changes was moved and seconded by the Board. Motion Carried

8.3 Garbage Collection/Disposal Portfolio:

The Garbage Collection/Disposal portfolio Board Member advised the Board that, other than the previous issues with Garbage Collection already discussed by the Board, there were no new items needing to be discussed.

8.4 Fire Protection Portfolio:

8.4.1 Superior Propane account

The Board was advised that the Secretary Treasurer is still expecting some information on billing issues from Superior Propane. She advised she would continue to work on the billing matters to ensure that no other monies are owed back to the Board before finalizing the accounts.

8.4.2 Ministry of Transportation (MTO) - Claims Portal

The Board was advised that the last profile issues with the portal seem to have been fixed. There are a number of claims submitted that are now marked as approved. The Secretary Treasurer is following up on whether they have been processed for payment yet to ensure they are slated to be deposited in the Gogama Fire Department account. Updates will be provided to the Board as they are received.

8.5 Library Portfolio:

8.5.1 Vanity for Library Washroom

The Board was advised that all the pieces to the new vanity for the Library have now been received and a work order has been issued to have it installed.

8.6 Recreation Portfolio:

8.6.1 Fire Alarm & Extinguisher Annual Inspection

The Board was advised that the Fire Alarm & Extinguisher Annual Inspection was completed on March 29, 2021. Several fire extinguishers from the community centre, nursing clinic and fire hall have been swapped out for refurbishing and will be returned by Cain Safety as soon as they are ready.

8.6.2 Manager/Custodian Monthly Report

The Board was advised that the Manager/Custodian has no issues to report

8.6.3 Maintenance Monthly Report

The Board was advised that the Maintenance Contractor has no issues to report

8.7 Water/Sewer Portfolio:

8.7.1 Cold Storage Building – Corner of Barnes & Low – item added to agenda by the Board

A Board Member advised the Board that the cold storage building on the corner of Barnes and Low has a black mold issue. All surfaces inside the building is covered in black mold. The Board discussed the matter and agreed that the building should not be accessed by anyone for reasons of Health & Safety. It was confirmed that the building is currently accessed by the local OCWA employee, the Water Valve Contractor and the Maintenance Contractor. The building was used to store water/sewer pipe fittings, water valve wrenches, riding lawnmower and snowblower. The Board agreed that the water/sewer pipe fittings and water valve wrenches would be moved to the Water Treatment Plant building and the contractors notified of the change as well as restricting access to the building until the Board has the ability to further discuss what will be done with the building.

9. Deputations or Delegations or Discussions from the floor

The Board was asked if there were any deputations, delegations or discussions from the floor. The Board discussed that a date for the additional meeting to clean up outstanding action items. It was agreed that a date for this meeting would be set at the May 11, 2021 meeting date.

The Board discussed the option of perhaps holding the next meeting via ZOOM or SKYPE. The Secretary Treasurer will look into these options and advise the Board.

10. Adjournment

As there was no other Board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 8:15PM was moved and seconded by the Board. Motion Carried


Christine Bedard – Secretary Treasurer


Daniel Mantha - Chairperson